

~~ADMINISTRATIVE~~

DTR - 9586

31 JAN 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Senior Officials and Training Commitments

REFERENCE : Memo to DTR fm EO/DD/M&S dtd 21 Jan 74;
subj: Senior Officials and Training

1. The attached list shows the normal involvement of the six senior officials of the Agency in OTR-sponsored training courses for the seven-month period, 1 July 1973-31 January 1974.

2. Three important reasons exist for their appearances in OTR courses: The nature of the course, the composition of the student body, and/or the unique knowledge and position of the official. In some instances a senior official has insisted that he be invited as a regular participant in a course. In our opinion senior officials usually benefit from the questions and comments made by students. Also, the courses provide officials with the opportunity to communicate directly with employees they usually would not have access to.

3. Our course coordinators always negotiate with a senior official, or his principal, regarding involvement in a course. Officials have the option of declining OTR's invitations or delegating participation to others. Furthermore, we make a determined effort to schedule a senior official's time to minimize conflict with his busy schedule. We frequently reschedule appearances at the request of a senior official when unforeseen conflicts occur in his schedule.

4. I believe the frequency of courses involving these officials is reasonable and should not be reduced. Mr. Colby made the decision to offer the Senior Seminar twice annually; hence, I would be reluctant to change it. The decision to increase the runnings of the Midcareer Course from four to six annually was made more than a year ago because of the number of eligible students and the recognized quality of the instruction. Therefore, it would seem to be counter productive to reduce the number of yearly offerings. We have been successful in reducing participation by the four Deputy Directors in one course. They formerly participated in the Advanced Intelligence Seminar, but we purposely do not invite them now because of the heavy demands on their time.

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5. Although we may be misinterpreting Mr. Colby's willing acceptance of speaking invitations, it seems to us that he recognizes the importance of the Director being accessible to and having frequent contact with employees. We would hope that the other senior officials would continue to follow this practice. Perhaps the Deputy Directors could make more liberal use of the Associate Deputy Directors to substitute for them.

STATINTL

Alfonso Rodriguez
Director of Training

Att

Distribution:

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- 1 - PDS/PG (Chrono)
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- 2 - DTR

STATINTL

OTR/[REDACTED]:kaj (30 Jan 74)

HOURS SPENT BY DCI, DDCI, AND FOUR DEPUTY DIRECTORS
SPEAKING TO TRAINING COURSES AND FUNCTIONS
1 JULY 1973 - 31 JANUARY 1974

DCI	9 Hours
DDCI	4 Hours
DD/I	10.4 Hours
DD/O	12.7 Hours
DD/S&T	11.5 Hours
DD/M&S	7.6 Hours

TOTAL HOURS SPENT: 50.2 Hours

COURSES WHICH OCCASIONALLY USE DCI, DDCI, AND/OR
FOUR DEPUTY DIRECTORS AS SPEAKERS BUT ARE NOT REFLECTED IN
THE ATTACHED STATISTICS FOR THE PERIOD 1 JULY 73 - 31 JANUARY 1974

<u>COURSE</u>	<u>TIMES RUN PER YEAR</u>	<u>AVERAGE NO. OF STUDENTS PER CLASS</u>
<u>OTR RUN</u>		
██████████ STATINTL	3	18
Advanced Operations	3	11
Information Science for Intelligence Functions	2	37
Intelligence Production	2	13
<u>NON-OTR (OUTSIDE)</u>		
DIS PGIC Course	1	125
DIS NSIC Course	1	24
FEI Seminar in Foreign Policy	4	18
NSA National Senior Cryptologic Course	2	45

PARTICIPATION OF DCI, DDCI, AND FOUR DEPUTY DIRECTORS IN CTR-SPONSORED
BRIEFINGS OF OUTSIDE GROUPS
1 JULY 1973 THROUGH 31 JANUARY 1974

<u>GROUP</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>TIMES/ YR</u>	<u>AVERAGE# OF STUDENTS</u>
Brookings Conference for Business Executives on the Federal Government Operations	DD/I	Host and Panel Moderator	2 November 1973 Hqs. 1200-1430	10	34
	DD/S&T	Host and Panel Moderator	7 December 1973 Hqs. 1200-1430		
	DD/S&T	Host and Panel Moderator	18 January 1974 Hqs. 1200-1430		
DIS - Attache Class	DDCI	Graduation Address	7 December 1973 At DIS 1000-1200	3	50
Foreign Affairs Executive Seminar	DCI	History & Organization of CIA and Its Function in the Intelligence Community; Use of Intelli- gence in National Decision- Making Process	24 September 1973 At Hqs. 0930-1030	6	55
	DCI	History & Organization of CIA & Its Function in the Intelligence Community; Use of Intelli- gence in National Decision- Making Process	12 November 1973 At Hqs. 0930-1030		

PARTICIPATION OF DCI, DDCI, AND FOUR DEPUTY DIRECTORS IN CTR-SPONSORED
BRIEFINGS OF OUTSIDE GROUPS
1 JULY 1973 THROUGH 31 JANUARY 1974

<u>GROUP</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>TIMES/ YR</u>	<u>AVERAGE# OF STUDENTS</u>
Foreign Affairs Executive Seminar (contd)	DD/O	Organization of CIA & the Input of Intelli- gence to the National Decision-Making Process	21 January 1974 Hqs. 0930-1030		
Foreign Service Institute's Intelli- gence & Foreign Policy	DD/O	The Directorate of Operations	19 October 1973 Hqs. 1000-1100	2	26
JCS-DIA Orientation	DDCI	Closing Remarks - His Views on Current Activities & Future Trends in the Agency & the Intelligence Community	14 November 1973 Hqs. 1540-1610	2	60
	DD/O	The Operations Direc- torate	14 November 1973 Hqs. 1015-1110		
Senior Seminar in Foreign Policy	DCI	Concluding Remarks	14 January 1974 Hqs. 1545-1630	1	27
	DD/I	Panel: Trends & Develop- ments in CIA	14 January 1974 Hqs. 1045-1200		

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PARTICIPATION OF DCI, DDCI, AND FOUR DEPUTY DIRECTORS IN OTR-SPONSORED
BRIEFINGS OF OUTSIDE GROUPS
1 JULY 1973 THROUGH 31 JANUARY 1974

<u>GROUP</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>TIMES/ YR</u>	<u>AVERAGE# OF STUDENTS</u>
Senior Seminar in Foreign Policy (contd)	DD/O	Panel: Trends and Developments in CIA	14 January 1974 Hqs. 1045-1200		
	DD/S&T	Science & Technology in CIA	14 January 1974 Hqs. 1415-1515		

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CIA COURSES USING DCI, DD/C, AND FOUR DEPUTY DIRECTORS
1 JULY 1973 THROUGH 31 JANUARY 1974

<u>COURSE</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>RUNNINGS PER YEAR</u>	<u>AVERAGE NO. STUDENTS</u>
Advanced Intelligence Seminar	DCI	Informal Remarks	28 January 1974 Hqs. 1400 - 1510	3	25
Advanced Management	DD/S&T	Our Internal Communications Problems	17 September 1973 Hqs. 0930 - 1200	3	16
	DD/M&S	The Role of the Manager in CIA	4 September 1973 C of C 1030 - 1200		
CIA Today and Tomorrow	DCI	Views on Current and Future Status of the Agency & the Intelligence Community	27 September 1973 Hqs. 1530 - 1615	4	175/200
	DCI	Final Remarks	17 January 1974 Hqs. 1520 - 1600		
	DD/O	A Fresh Look at the Agency's Operational Role	26 September 1973 Hqs. 1445 - 1535		
	DD/O	The Operations Directorate - Today & Tomorrow	15 January 1974 Hqs. 1245 - 1340		
	DD/M&S	Management & Services - A Changing and Vital Function	26 September 1973 Hqs. 1545 - 1635		
	DD/S&T	The Agency's Scientific and Technological Responsibilities	16 January 1974 Hqs. 1030 - 1130		

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OTR COURSES USING DCI, DDCI, AND FOUR DEPUTY DIRECTORS
1 JULY 1973 THROUGH 31 JANUARY 1974
 (CONF)

<u>COURSE</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>RUNNINGS PER YEAR</u>	<u>AVERAGE NO. STUDENTS</u>
Midcareer Course	DCI	Graduation Remarks	7 December 1973 Hqs. 1430-	6	30
	DCI	Informal Remarks	23 January 1974 Hqs. 1500-1530		
	DDCI	Graduation Remarks	5 October 1973 Hqs. 1430-		
	DDCI	Welcoming Remarks	24 October 1973 Hqs. 1500-1530		25X1A
	DD/I	His Perspective on Issues & Problems Confronting His Directorate	13 September 1973 [REDACTED] 1900-2100		
	DD/I	His Perspective on Issues & Problems Confronting His Directorate	13 November 1973 [REDACTED] 1930-2130		25X1A

OTR COURSES USING DCI, DDCI, AND FOUR DEPUTY DIRECTORS
1 JULY 1973 THROUGH 31 JANUARY 1974
(CONT'D)

<u>COURSE</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>RUNNINGS PER YEAR</u>	<u>AVERAGE NO. STUDENTS</u>
Midcareer (contd)	DD/O	Informal Session with Class	11 September 1973 1900-2115		
	DD/O	Overview of the Directorate of Operations	7 November 1973 1900-2100		25X1A
	DD/M&S	The Management & Services Directorate	18 September 1973 Hqs. 1515-		25X1A
	DD/M&S	The Management & Services Directorate	20 November 1973 Hqs. 1530-		25X1A
Senior Seminar	DCI	New Developments in CIA	18 November 1973 1900-2100	2	20
	DD/I	Production & the Policy-Maker	5 October 1973 CoFC 1330-1530		
	DD/O	Management of Operations Directorate	19 November 1973 1900-2100		

25X1A

25X1A

OTR COURSES USING DCI, DDCI, AND FOUR DEPUTY DIRECTORS
1 JULY 1973 THROUGH 31 JANUARY 1974
 (CONTD)

<u>COURSE</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>RUNNINGS PER YEAR</u>	<u>AVERAGE NO. STUDENTS</u>
Senior Seminar (contd)	DD/M&S	Questions & Issues of Concern to Both Management & People of the Agency	16 September 1973 [REDACTED] 1900-		
	DD/S&T	A New Look at Technology & Intelligence	4 October 1973 CoFC 1000-1200		25X1A
Trends & Highlights	DD/M&S	A Perspective on the Management & Services Directorate	25 January 1974 [REDACTED] 1315-1430	6	45

MISCELLANEOUS USE OF DCI, DDCI, OR FOUR DEPUTY DIRECTORS
IN A TRAINING COURSE OR PROGRAM
1 JULY 1973-31 JANUARY 1974

<u>COURSE</u>	<u>OFFICIAL</u>	<u>TOPIC</u>	<u>TIME & PLACE</u>	<u>TIMES/ YR</u>	<u>AVERAGE# OF STUDENTS</u>
SB Operations (run by SB Division)	DD/O	Introductory Remarks	21 January 1974 Hqs. 0900-0930	6	33
Guest Speaker Program	DD/I STATINTL	Introduction to [REDACTED]	8 January 1974 Hqs. 1400-	9	
	DCI	Introduction of Ambassador Ellsworth Bunker	11 December 1973 1600-1610		

OTR-8504

21 JAN 1974

MEMORANDUM FOR: Director of Training

SUBJECT : Senior Officials and Training

1. On 18 January 1974 the DD/M&S and the ADD/M&S expressed some interest and concern as to the amount of time that senior officials of the Agency have been devoting to various training courses. The focus of interest centers on the DCI, DDCI and the four Deputy Directors.

2. I would very much appreciate it if you would prepare a listing as to the various courses which normally involve participation by any of these senior officials. In this line, it would be extremely useful if you list the time allocation, topic, location, frequency of the course, and the average number of students. It is not crucial if there are minor gaps in this requirement, but there is a very specific interest in knowing how often these individuals are pulled away from their standard responsibilities in order to make speeches based upon OTR requests. In this line, it might also be very worthwhile if you could offer any comments or suggestions on the advisability of cutting back on the frequency of various courses, such as the Mid-Career Course.

3. If at all possible, I would like to report on this matter by 31 January 1974.

25X1A

Executive Officer to the
Deputy Director
for Management and Services